

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		

115-AGRICULTURE, TRADE & CONSUMER PROTECTION					
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/200/	ANIMAL HEALTH				
1	00018000.	LICENSING	Renewal	EVT+10	DEST
2	00019000.	ENFORCEMENT CASE FILES	Renewal	EVT+20	DEST
3	00019C00.	RECORDS OF INVESTIGATIONS AND PROSECUTIONS	Renewal	EVT+20	DEST
4	00191000.	INTERSTATE HEALTH DOCUMENTS	Renewal	EVT+5	DEST
5	00191A00.	FISH IMPORT PERMITS AND HEALTH DOCUMENTS	Renewal	EVT+10	DEST
6	00194000.	ANIMAL MARKET IDENTIFICATION RECORDS	Renewal	EVT+10	DEST
7	00195000.	EAR TAG RECORDS	Renewal	EVT+15	DEST
8	00196000.	ANNUAL DOG LICENSING	Renewal	EVT+2	DEST
9	00197000.	RABIES REPORTS	Renewal	EVT+2	DEST
10	00198000.	NATIONAL POULTRY IMPROVEMENT PARTICIPANT RECORDS	Renewal	EVT+5	DEST
11	00212000.	ANIMAL HEALTH HERD RECORDS	Renewal	EVT+20	DEST
12	00265000.	CERTIFIED SALMONELLA PULLORUM TESTERS	Renewal	EVT+5	DEST
13	00294000.	LIVESTOCK PREMISES REGISTRANT LETTERS	Renewal	EVT+6	DEST
14	00295000.	JOHNE'S DISEASE CALFHOOD VACCINATION RECORDS	Renewal	EVT+15	DEST
15	00296000.	JOHNE'S DISEASE VACCINATION AGREEMENT	Renewal	EVT+15	DEST
16	00297000.	JOHNE'S DISEASE TEST REPORT	Renewal	EVT+6	DEST
17	00304000.	HUMANE OFFICER TRAINING, CERTIFICATION, APPOINTMENT PARTICIPANT	Renewal	EVT+10	DEST
18	00305000.	LOCAL RABIES CONTROL PROGRAM, TRAINING AND CERTIFICATION RECORDS	Renewal	EVT+10	DEST
19	00306000.	ANIMAL HEALTH FISH HEALTH ASSESSMENTS AND CERTIFICATIONS	Renewal	EVT+10	DEST
20	00307000.	QUALIFIED FISH HEALTH INSPECTOR AND LABORATORIES	Renewal	EVT+10	DEST
21	00308000.	REIMBURSEMENT OF CHRONIC WASTING DISEASE (CWD) TESTING	Renewal	EVT+10	DEST
22	00309000.	CERTIFIED CHRONIC WASTING DISEASE (CWD) SAMPLING VETERINARIANS	Renewal	EVT+5	DEST

144-FINANCIAL INSTITUTIONS					
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23	00008000.	LEGAL INTERPRETATIONS & OPINIONS	Amended	EVT+10	SHSW
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145-COMMISSIONER OF INSURANCE					
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/230/	PATIENTS COMPENSATION FUND				
24	00150000.	ENTITY MASTER FILE - INJURED PATIENTS AND FAMILIES COMPENSATION FUND	New	EVT+25	DEST
25	00151000.	LOSS RECORDS	New	EVT+25	DEST

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		

155-PUBLIC SERVICE COMMISSION					
/002/	<i>BUSINESS OPERATIONS AND OFFICE MANAGEMENT</i>				
26	00028000.	CEII'S SUBJECT NON-DISCLOSURE / CONFIDENTIALITY AGREEMENTS	Renewal	EVT+15 DAYS	DEST

255-PUBLIC INSTRUCTION					
/700/	<i>TEACHER LICENSING</i>				
27	00027000.	TEACHER EDUCATION PROGRAM REVIEW	Amended	EVT+25	DEST

285A-UW MADISON					
28	01730000.	RESEARCH COMPLIANCE PROGRAM AUDITS	Amended	EVT+6	DEST
29	A0001952.	RESEARCH ANIMAL HEALTH RECORDS	New	EVT+3	DEST
30	A0001953.	WISCONSIN NATIONAL PRIMATE RESEARCH CENTER: PRIMATE HEALTH RECORDS	New	EVT+75	DEST
31	A0001954.	RESEARCH ANIMAL CARE AND HUSBANDRY RECORDS	New	EVT+3	DEST
32	A0001955.	RESEARCH ANIMAL PROGRAM INSTITUTIONAL COMPLIANCE RECORDS	New	EVT+3	DEST
33	A0001956.	RESEARCH ANIMAL PROGRAM INSPECTIONS AND REPORTING	New	EVT+3	DEST
/171300/	<i>SCHOOL OF EDUCATION - CHILD CARE & FAMILY RESOURCES</i>				
34	A0001957.	CHILD CARE ASSISTANCE PROGRAM ADMINISTRATION - ACCEPTED / ENROLLED	New	EVT+5	DEST
35	A0001958.	CHILD CARE ASSISTANCE PROGRAM - NOT ACCEPTED / ENROLLED	New	EVT+1	DEST
/349100/	<i>VCRGE - SPACE SCIENCE & ENGINEERING CENTER</i>				
36	01643000.	WEATHER SATELLITE DATA	Extension	CR+100	UW-TRANS
37	01644000.	SSEC REPORTS, LOGS AND REQUESTS FOR WEATHER SATELLITE DATA	Extension	CR+100	DEST
/473830/	<i>EXTENSION - 4H PROGRAM</i>				
38	00103000.	4-H ENROLLMENT AND APPLICATION FORMS - YOUTH, ADULTS, VOLUNTEERS AND GROUP ENROLLMENT	Extension	CR+7	DEST
39	00104000.	PHOTO / VIDEO / AUDIO RELEASE FORMS	Extension	EVT+7	DEST
40	00107000.	CAMP / TRIP MEDICAL / HEALTH HISTORIES	Extension	CR+7	DEST
41	A0001950.	4-H CHARTER APPLICATIONS	New	CR+7	DEST
/534225/	<i>SMPH - MEDICINE - CARDIOLOGY</i>				
42	01642000.	CLINICAL STUDIES, TRIALS AND PARTICIPANT STUDY RECORDS	Extension	EVT+15	DEST
/534255/	<i>SMPH - GERIATRICS & ADULT DEVELOPMENT</i>				
43	01639000.	CLINICAL STUDIES AND PARTICIPANT STUDY RECORDS	Extension	EVT+15	DEST

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		

285-MEDICAL RECORDS - UWHC					
/1011522/	UWH - HIM DOCUMENT IMAGING				
44	00348000.	PATIENT MEDICAL RECORDS	Renewal	PERM	PERM

370-NATURAL RESOURCES					
/018/	FACILITIES & LANDS (REAL ESTATE)				
45	00320000.	REAL ESTATE PROPERTY MASTER CASE FILE	Amended	EVT+30	DEST
46	00321000.	PROPERTY ACQUISITION PROCESS CASE FILE RECORDS	Amended	EVT+30	DEST
47	00322000.	PROPERTY STATUS AND PAYMENT PROCESS CASE FILE	Renewal	EVT+5	DEST
48	00323000.	LEASE AGREEMENT CASE FILES	Renewal	EVT+30	DEST
49	00324000.	CONVEYED EASEMENTS	Renewal	EVT+30	DEST
50	00325000.	LAND RECORDS SYSTEM (LRS) MASTER PROPERTY DATA	Renewal	EVT+45	DEST
51	00326000.	LAND TRACKING RECORDS (LATS)	Renewal	EVT+10	DEST
52	00327000.	PILT (PAYMENT IN LIEU OF TAXES) DATA	Renewal	EVT+10	DEST
53	00330000.	PILT FINANCIAL INPUT DOCUMENTS	Renewal	EVT+5	DEST
54	00332000.	GIS (GRAPHICAL INFORMATION SYSTEM) LAND ACQUISITION DATA	Renewal	EVT+10	DEST
55	00333000.	GIS LAND ACQUISITION OUTPUTS	Renewal	EVT+10	DEST
/042/	DRINKING WATER & GROUNDWATER				
56	00380000.	DRINKING WATER SYSTEM AND MONTHLY OPERATING REPORT SYSTEM	Renewal	PERM	PERM
57	00384000.	PUBLIC WATER SYSTEMS PLANS AND SPECIFICATIONS	Renewal	PERM	PERM
58	00385000.	ENGINEERING REPORTS	Renewal	EVT+12	DEST
59	00386000.	PUBLIC WATER SYSTEMS FILES FOR MUNICIPAL, OTHER-THAN-MUNICIPAL, NON-TRANSIENT NON-COMMUNITY PUBLIC WATER SYSTEMS	Renewal	PERM	PERM
60	00386B00.	PUBLIC WATER SYSTEMS FILES FOR MUNICIPAL, OTHER-THAN-MUNICIPAL, NON-TRANSIENT NON-COMMUNITY SYSTEMS	Renewal	EVT+12	DEST
61	00387000.	PUBLIC WATER SYSTEM FILES FOR NON-COMMUNITY WATER SYSTEMS	Renewal	EVT+12	DEST
62	01141000.	DRINKING WATER AND GROUNDWATER REPORTS TO US EPA	Renewal	EVT+5	DEST
63	01142000.	STATE PRIMACY FOR SAFE DRINKING WATER ACT IMPLEMENTATION	Renewal	EVT+1	DEST
/045/	AIR MANAGEMENT (045)				
64	01120000.	ASBESTOS NOTIFICATION INFORMATION	Amended	FIS+7	DEST
65	01203000.	ASBESTOS INSPECTION MATERIALS	Amended	EVT+7	DEST

Agency Name and #				
Division #	Division Name		Request *	Retention
Index #	RDA #	RDA Title	(* see Legend on last page)	

410-CORRECTIONS				
66	00019000.	WORK STUDY COORDINATOR'S UNIT FILE	Renewal	EVT+3 DEST
67	00082000.	FRATERNIZATION POLICY - EXCEPTIONS	Renewal	EVT+8 DEST
68	00203000.	VISITOR QUESTIONNAIRE NOT PROCESSED	New	EVT+60 DAYS DEST
/650/	<i>JUVENILE INSTITUTIONS CENTRAL OFFICE</i>			
69	00342A00.	ICJ - REFERRAL PACKETS & REQUISITIONS	Renewal	EVT+5 DEST
70	00342B00.	ICJ - ANNUAL REPORTS AND OUTPUT REPORTS	Renewal	EVT+10 SHSW

435-HEALTH SERVICES				
/102/	<i>DPH - ENVIRONMENTAL & OCCUPATIONAL HEALTH</i>			
71	01036000.	SUPERFUND HAZARDOUS WASTE SITE HEALTH ASSESSMENT	Amended	EVT+10 DEST
72	01136000.	ASTHMA-SAFE HOMES PROGRAM RECORDS	New	EVT+16 DEST
73	01138000.	ASTHMA-SAFE HOMES SURVEILLANCE DATA	New	PERM PERM
/104/	<i>DPH - COMMUNITY HEALTH PROMOTION</i>			
74	00576000.	INFANT DEATH CENTER OF WISCONSIN	Amended	FIS+10 SHSW
75	01042000.	PUBLIC HEALTH CONFIDENTIAL CANCER RECORDS - CANCER PREVENTION PROGRAMS	Amended	FIS+15 DEST
76	01043000.	CLOSED WIC LOCAL AGENCY RECORDS	Amended	EVT+6 DEST
77	01135000.	WIC AND FMNP PARTICIPANT RECORDS	New	EVT+6 DEST
/405/	<i>DMS - FISCAL MANAGEMENT</i>			
78	01007000.	ESTATE RECOVERY PROGRAM (ERP) & WFCAP MEDICAL ASSISTANCE ELIGIBILITY REQUIREMENTS	Amended	FIS+3 DEST
/640/	<i>DQA -- DIVISION OF QUALITY ASSURANCE</i>			
79	01086000.	REPORTED RECORDS AND INVESTIGATION EVIDENCE	Amended	EVT+1 DEST
/641/	<i>DQA - CAREGIVER QUALITY</i>			
80	01086B00.	MISCONDUCT INVESTIGATIONS - NOT SUBSTANTIATED	Amended	EVT+10 DEST
81	01086C00.	MISCONDUCT INVESTIGATIONS - SUBSTANTIATED	Amended	EVT+50 DEST
/642/	<i>DQA - BUREAU OF EDUCATION SERVICES & TECHNOLOGY</i>			
82	00719000.	HEALTH CARE FACILITY PATIENT FILES - RECEIVERSHIP FILES	Amended	EVT+7 DEST
/750/	<i>DPH - AGING AND DISABILITY RESOURCES</i>			
83	01137000.	PARTNER AGENCY REQUESTS FOR APPROVAL OF ALTERNATIVE STAFF EXPERIENCE AND/OR TESTING	New	EVT+1 DEST
/821/	<i>DES - FISCAL SERVICES</i>			
84	00016000.	FACILITY CLIENT HEALTH INSURANCE ACCOUNTING RECORDS	Amended	EVT+5 DEST

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
/901/	DPH - HEALTH INFORMATION AND POLICY - VITAL RECORDS				
85	00202B00.	BIRTH REGISTRATION DATA	Amended	PERM	PERM
437-CHILDREN AND FAMILY SERVICES					
/300/	SAFETY & PERMANENCE				
86	00379000	CREDIT REPORTS	Amended	CR+5	DEST
455-JUSTICE					
87	00073000.	FORENSIC ANALYSIS RESULTS - OUTSIDE AGENCY ASSISTS	New	EVT+3	DEST
/202/	BUREAU OF JUSTICE INFORMATION & ANALYSIS				
88	00074000.	RESEARCH AND STATISTICAL PROJECT RECORDS	New	EVT+3	DEST
/204/	TRAINING & STANDARDS BUREAU				
89	00049000.	RECERTIFICATION TRAINING RECORDS	Amended	EVT+5	DEST
/501/	CRIME VICTIMS				
90	00052000.	VICTIM RESOURCE CENTER (VRC) CASE FILES	Renewal	EVT+10	DEST
91	00067000.	SAFE AT HOME (SAH) PARTICIPANT FILES	New	EVT+10	DEST
490-WI HOUSING & ECONOMIC DEV AUTHORITY					
/021/	CREDIT-MULTI FAMILY				
92	00242000.	LOW INCOME HOUSING TAX CREDIT FILES	Amended	EVT+33	DEST
/060/	SINGLE FAMILY-SERVICING				
93	00003000.	PROPERTY TAX DEFERRAL & HILP PROGRAMS	Amended	EVT+3	DEST
94	00005000.	WHEDA SERVICED HOME MORTGAGE FILE	Amended	EVT+3	DEST
505-ADMINISTRATION					
/427/	LIRC				
95	00409000.	UNEMPLOYMENT INSURANCE COURT CASE FILES	Amended	EVT+7	SHSW
/711/	HOUSING AND COMMUNITY RESOURCES				
96	00229000.	COMPREHENSIVE PLAN AND ASSOCIATED REPORTING	Amended	EVT+5	SHSW
515-EMPLOYEE TRUST FUNDS					
/700/	ETF DEPARTMENT RECORDS				
97	00158B00.	RETIRED LIVES - EXTRACT FILE AND EXCLUSION FILE	Amended	CR+10	DEST
98	00158D00.	RETIRED LIVES TABLES	Amended	PERM	PERM

Agency Name and #				
Division #	Division Name		Request *	Retention
Index #	RDA #	RDA Title	(* see Legend on last page)	

GENERAL RECORDS SCHEDULES					
99	BUD00002.	BUD00002 : BUDGET DIRECTOR RECORDS	Renewal	FIS+6	SHSW
100	BUD00003.	BUD00003 : BIENNIAL REVIEW ESTIMATES	Renewal	FIS+6	SHSW
101	BUD00004.	BUD00004 : PROGRAM REVENUE SUPPLEMENTS AND POSITIONS	Renewal	FIS+6	SHSW
102	BUD00005.	BUD00005 : SUPPLEMENTAL FEDERAL POSITIONS & RELATED REPORTS	Renewal	FIS+6	DEST
103	BUD00006.	BUD00006: BUDGET DEVELOPMENT DOCUMENTS	Renewal	FIS+6	DEST
104	BUD00009.	BUD00009 : POSITION CONTROL ALLOCATION REQUEST	Renewal	FIS+6	DEST
105	BUD00010.	BUD00010 : POSITION LISTINGS	Renewal	FIS+6	DEST
106	BUD00011.	BUD00011 : BUDGET RELATED RESEARCH AND ANALYSIS	Renewal	FIS+6	DEST
107	BUD00015.	BUD00015 : PROPOSED VETOES	Renewal	FIS+6	DEST
108	BUD00018.	BUD00018 : DECISION ITEM NARRATIVES (DINS) AND RELATED DOCUMENTS	Renewal	FIS+6	DEST
109	BUD00020.	BUD00020 : BASE RECONCILIATION	Renewal	FIS+6	DEST
110	BUD00021.	BUD00021: BIENNIAL BUDGET SUBMISSION	Renewal	FIS+6	DEST
111	BUD00022.	BUD00022 : EXTERNAL BRIEFING DOCUMENTS	Renewal	FIS+6	DEST
112	BUD00024.	BUD00024 : FINAL BUDGET SUBMITTED TO AN OVERSIGHT BOARD	Renewal	FIS+6	DEST
113	BUD00030.	BUD00030 : ORIGINAL APPROVED ANNUAL OPERATING BUDGET	Renewal	FIS+5	DEST
114	BUD00031.	BUD00031 : AMENDMENTS AND ADJUSTMENTS TO ANNUAL OPERATING BUDGET	Renewal	FIS+5	DEST
115	BUD00040.	BUD00040 : MANAGEMENT REVIEWS / STUDIES / AUDITS	Renewal	EVT+5	SHSW
116	BUD00041.	BUD00041 : LEGISLATIVE FISCAL ESTIMATES AND BILL ANALYSIS FILES	Renewal	FIS+4	SHSW
117	BUD00042.	BUD00042 : JOINT FINANCE COMMITTEE MEETING MATERIALS	Renewal	FIS+5	SHSW
118	FIS00004.	FIS00004 : CHART OF ACCOUNTS - INDEX	New	PERM	PERM
119	FIS00005.	FIS00005 : CHART OF ACCOUNTS - REQUESTS	New	EVT+7	DEST
120	HR000142.	HR000142 : MEDIATION FILES	New	EVT+5	DEST
121	HR000185.	HR000185: TRAINING ATTENDANCE AND COURSE OFFERING RECORDS	Amended	EVT+5	DEST
122	PUR00050.	PUR00050: ACCOUNT PROFILE INFORMATION	Amended	EVT+7	DEST

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

MUNICIPALITIES					
BERLIN, CITY OF					
<i>POLICE DEPARTMENT</i>					
123	POL2A	CITIZEN CONTACT REPORTS	Amended	CR+7	DEST
124	POL 3A	OFFENSE, INCIDENT, ARREST CASE FILE REPORTS	Amended	EVT+10	DEST
125	POL 1B	STATE OF WISCONSIN UNIFORM TRAFFIC CITATION	Renewal	CR+7	DEST
126	POL 2B	MUNICIPAL CITATIONS OR SUMMONSES	Renewal	CR+7	DEST
127	POL 4B	PARKING CITATIONS AND CITATION LOGS	Amended	CR+2	DEST
128	POL 6B	STATE OF WISCONSIN MOTOR VEHICLE ACCIDENT REPORTS	New	CR+7	DEST
129	POL 1E	EQUIPMENT INVENTORY	Amended	CR+7	DEST
130	POL 1F	TELEPHONE RECORDINGS	Renewal	CR+120 DAYS	DEST
131	POL 3F	INTERVIEW RECORDINGS	Amended	CR+120 DAYS	DEST
132	POL 4F	IN-CAR VIDEO RECORDINGS	Amended	CR+120 DAYS	DEST
133	POL 6F	EVIDENCE RECORDS / PHOTOGRAPHS	New	EVT+10	DEST
134	POL 7F	EVIDENCE	New	EVT+10	DEST
135	POL 5G	EMPLOYMENT FILES	Amended	PERM	PERM
136	POL 8G	TRAINING RECORDS	Amended	CR+7	DEST
137	POL 10G	PERSONNEL COMPLAINTS BY CITIZENS	New	CR+7	DEST
138	POL 11G	DAILY SCHEDULES	New	CR+2	DEST
139	POL 4H	POLICE AND FIRE COMMISSION RECORDS	Amended	PERM	PERM
140	POL 1I	BICYCLE REGISTRATIONS	Amended	CR+2	DEST
141	POL 1K	FINGERPRINT CARDS AND MUGSHOTS	Amended	CR+7	DEST
KENOSHA, CITY OF					
<i>POLICE DEPARTMENT</i>					
142	KPD001	SQUAD VIDEO RECORDINGS	Amended	CR+121 DAYS	DEST
143	KPD002	DRONE VIDEO RECORDINGS	New	CR+121 DAYS	DEST
144	KPD003	INTERVIEW ROOM RECORDINGS	New	CR+121 DAYS	DEST
145	KPD004	SURVEILLANCE VIDEO RECORDINGS	New	CR+121 DAYS	DEST
146	KPD005	BODY-WORN CAMERA RECORDINGS	New	CR+121 DAYS	DEST

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
MILWAUKEE, CITY OF					
/152/	<i>DEPARTMENT OF ADMINISTRATION</i>				
147	11-0006	PROCARD-CARDHOLDER HISTORY FILES	Amended	EVT+8	DEST
/199/	<i>COMMON COUNCIL - CITY CLERK</i>				
148	12-E023	HISTORICALLY DESIGNATED PROPERTIES	Amended	CR+4	TRANS OTHER
/200/	<i>DEPARTMENT OF NEIGHBORHOOD SERVICES</i>				
149	02-0014	BUILDING PLAN EXAMINATION DOCUMENTS	Amended	EVT+10	TRANS OTHER
/300/	<i>POLICE DEPARTMENT</i>				
150	03-0004	OFFICER SHIFT REPLACEMENT RECORDS	Amended	EVT+7	DEST
151	10-0018	NON-COMPLIANCE REPORT	Amended	CR+2	DEST
152	58-0014	MISSING PERSONS FILE - JUVENILE	Amended	EVT+10	DEST
153	60-0224	DEPARTMENT MEMORANDA	Amended	CR+7	DEST
154	60-0225	OFFICIAL DEPARTMENT ORDERS	Amended	CR+7	DEST
155	86-0074	INCIDENT CORRECTION / DISCIPLINARY ACTION, PD-30	Amended	EVT+8	DEST
156	86-0075	RECORD OF DISCIPLINARY INCIDENT, PD-31	Amended	EVT+8	DEST
/335/	<i>POLICE DEPARTMENT - FORENSICS</i>				
157	22-0005	PUBLIC RELATIONS PHOTOGRAPHS	New	CR+7	TRANS OTHER
158	64-0095	INCIDENT PHOTOS (NON-FATAL)	Amended	CR+7	DEST
159	91-0116	INCIDENT PHOTOS - FATAL	Amended	CR+75	DEST
160	92-0013	MUG SHOT PHOTOS	Amended	EVT+25	DEST
/344/	<i>POLICE DEPARTMENT - SENSITIVE CRIMES</i>				
161	93-0019	MISSING PERSONS REPORT - ADULT	Amended	EVT+10	DEST
/360/	<i>DEPARTMENT OF NEIGHBORHOOD SERVICES</i>				
162	05-0004	DNS ENFORCEMENT ORDERS	Amended	EVT+7	DEST
/384/	<i>MILWAUKEE HEALTH DEPARTMENT</i>				
163	00-0007	CONSENT FOR SCREENING TESTS H-1017	Amended	EVT+7	DEST
164	11-0001	LEAD POISONING CASE FILE	Amended	EVT+7	DEST
/900/	<i>CITYWIDE GLOBAL SCHEDULES</i>				
165	00-0044	CHECKS - PAID PAYROLL	Amended	FIS+7	DEST
166	19-0065	SURVEILLANCE RECORDINGS (NON-POLICE) - POTENTIAL INCIDENT	New	CR+3 MOS	DEST
167	22-0006	SURVEILLANCE RECORDINGS (NON-POLICE) - NO INCIDENT	New	CR+3 DAYS	DEST

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
292- WI TECHNICAL COLLEGE - LAKESHORE					
/292.10/	<i>WTCS - LAKESHORE</i>				
168	COLL2000.	OPERATIONAL-INSTRUCTOR CLASS INFORMATION	Amended	EVT+2	DEST
169	COLL2010.	OPERATIONAL-INSTRUCTOR CURRICULUM	Amended	EVT+2	DEST
170	COLL2020.	OPERATIONAL-GRIEVANCES STUDENTS	Amended	EVT+6	DEST
171	COLL2030.	ACCREDITATION	Renewal	EVT+1	DEST
172	COLL3000.	BOARD MEETING MINUTES AND AGENDAS	Renewal	EVT+7	TRANS OTHER
173	COLL3010.	COMMITTEE AND TEAM MEETING MINUTES AND AGENDAS	Renewal	FIS+7	DEST
174	COLL4000.	ENTITY LEGAL DOCUMENTS	Renewal	EVT+7	DEST
175	COLL5010.	EARNED LICENSES AND CERTIFICATIONS	Renewal	EVT+7	DEST
/292.10/101/	<i>ADVANCEMENT</i>				
176	ADVAN200.	DONOR FUND FILES	Renewal	EVT+7	DEST
177	ADVAN201.	STUDENT SCHOLARSHIP FUNDS	Renewal	EVT+7	DEST
/292.10/102/	<i>APPRENTICESHIP</i>				
178	APPRE101.	CURRICULUM / ONLINE STUDENT RECORDS APPRENTICESHIP	Renewal	EVT+5	DEST
/292.10/104/	<i>CURRICULUM</i>				
179	CURR1000.	CURRICULUM / ONLINE DEVELOPMENT FORM	Renewal	CR+6	DEST
/292.10/106/	<i>FINANCIAL SERVICES</i>				
180	FS202000.	LAND ACQUISITION	Renewal	EVT+7	DEST
181	FS901000.	INDIRECT COST RATE	Renewal	FIS+6	DEST
/292.10/107/	<i>GENERAL EDUCATION</i>				
182	GENED200.	FEES	Amended	FIS+1	DEST
183	GENED300.	CHEMICAL HYGIENE PLAN	Renewal	EVT+7	DEST
/292.10/108/	<i>INFORMATION TECHNOLOGY</i>				
184	IT000700.	FEDERAL COMMUNICATION COMMISSION LICENSE	Renewal	EVT+1	DEST
/292.10/109/	<i>INSTRUCTION ADMINISTRATION</i>				
185	INST3010.	PROGRAMS & CERTIFICATES - DISCONTINUED	Renewal	EVT+7	DEST
186	INST4000.	TESTING SERVICES RELEASE OF INFORMATION	Renewal	EVT+3	DEST
/292.10/110/	<i>MARKETING</i>				
187	MARKE102.	PHOTO RELEASES	Renewal	EVT+5	DEST
/292.10/115/	<i>PRESIDENTS OFFICE</i>				
188	PRES1100.	LAKESHORE TECHNICAL COLLEGE BOARD APOINTMENT	Renewal	EVT+7	TRANS OTHER
189	PRES1101.	BOARD ORIENTATION	Renewal	EVT+1	DEST
/292.10/116/	<i>CHILD CARE CENTER</i>				
190	CHILD100.	CHILD CARE CENTER MEDICAL LOG	Renewal	EVT+6	DEST

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
191	CHILD101.	CHILD CARE CENTER FINANCIAL ASSISTANCE MATERIALS	Renewal	CY+4	DEST
192	CHILD103.	CHILDRENS' RECORDS	Renewal	EVT+6	DEST
<i>/292.10/117/</i>	<i>HUMAN RESOURCES</i>				
193	HR100000.	EMPLOYMENT VERIFICATION REQUEST FORM (EXTERNAL)	Renewal	EVT+3	DEST
<i>/292.10/118/</i>	<i>COLLEGE NURSE</i>				
194	NURSE100.	HEALTH RECORD STUDENT	Amended	EVT+7	DEST
195	NURSE101.	HEALTH RECORD STAFF	Renewal	EVT+8	DEST
196	NURSE102.	STUDENT EMERGENCY CARDS	Renewal	EVT+7	DEST
197	NURSE103.	STAFF EMERGENCY CARDS	Renewal	EVT+1	DEST
198	NURSE105.	OCCUPATIONAL SAFETY HEALTH ACT (OSHA) PROGRAMS AND ROSTERS	Renewal	EVT+30	DEST
199	NURSE106.	WELLNESS CENTER USAGE LOG	Renewal	CR+1	DEST
200	NURSE107.	EMERGENCY MEDICAL DIRECTIVES	Amended	EVT+1	DEST
201	NURSE108.	SIGNIFICANT EXPOSURES	Renewal	EVT+30	DEST
202	NURSE109.	PHYSICAL EXAMINATIONS RESULTS - HIRED STAFF	Renewal	EVT+8	DEST
203	NURSE110.	HEALTH VERIFICATION FORM	Renewal	EVT+10	DEST
<i>/292.10/120/</i>	<i>FINANCIAL AID</i>				
204	FINAID01.	MILITARY EDUCATION BENEFITS	Renewal	EVT+4	DEST
205	FINAID02.	BUREAU OF INDIAN AFFAIRS FORM	Amended	EVT+4	DEST
206	FINAID04.	SCHOLARSHIP AWARD RECORDS - HEAB	Renewal	EVT+4	DEST
207	FINAID05.	THIRD PARTY STUDENT FUNDS	Renewal	EVT+4	DEST
208	FINAID06.	DEPARTMENT OF VETERANS AFFAIRS PROGRAM APPROVALS	Renewal	EVT+4	DEST
209	FINAID07.	PROGRAM PARTICIPATION RECORDS	Renewal	EVT+4	DEST
210	FINAID08.	FISCAL RECORDS - FINANCIAL AID	Renewal	EVT+4	DEST
211	FINAID09.	DIRECT AND FEDERAL FAMILY EDUCATION LOAN (FEEL) LOAN PROGRAMS	Renewal	EVT+4	DEST
212	FINAID10.	ADMINISTRATION OF FEDERAL STUDENT AID (FSA) PROGRAMS RECORDS	Renewal	EVT+4	DEST
<i>/292.10/121/</i>	<i>PUBLIC SAFETY</i>				
213	PUBS1000.	EMS TRAINING CENTER OPERATIONAL PLAN	Renewal	EVT+1	DEST
214	PUBS1010.	EMS CLASS REPORTING	Renewal	EVT+5	DEST
215	PUBS2000.	MOTORCYCLE SAFETY PROGRAM LOCAL SITE RECORDS	Renewal	EVT+5	DEST
216	PUBS2010.	CERTIFICATION DOCUMENTATION MOTORCYCLE SAFETY	Renewal	EVT+1	DEST
217	PUBS3000.	STATE SUMMARY / CERTIFICATION	Renewal	CY+2	DEST
218	PUBS3010.	DEPARTMENT OF TRANSPORTATION INSPECTION RESULTS	Renewal	EVT+1	DEST
219	PUBS3020.	FIRE TRUCK LADDER SAFETY LOAD TEST	Renewal	CY+5	DEST
220	PUBS3030.	HYDROSTATIC TESTING	Renewal	CY+5	DEST
221	PUBS4000.	CRIMINAL JUSTICE PROGRAM DOCUMENTATION	Renewal	CR+30	DEST

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
222	PUBS5000.	AIR QUALITY TEST RESULTS	Renewal	EVT+1	DEST
223	PUBS5010.	EMERGENCY MEDICAL SERVICE AND FIRE STUDENT FILES	Renewal	CY+6	DEST
224	PUBS6000.	FORMS - PROGRAM STUDENTS	Renewal	EVT+1	DEST
225	PUBS6010.	FORMS - NON PROGRAM STUDENTS	Renewal	EVT+1	DEST
226	PUBS6020.	NUCLEAR - WIND ENERGY, DAIRY INTERNSHIPS	New	EVT+1	DEST
<i>/292.10/122/</i>	<i>HEALTH AND HUMAN SERVICES</i>				
227	HHS10000.	CERTIFIED NURSING ASSISTANT	Renewal	EVT+3	DEST
228	HHS20000.	PASSED STUDENT EVALUATIONS	Renewal	EVT+6 MOS	DEST
229	HHS20100.	FAILED STUDENT EVALUATIONS	Renewal	EVT+7	DEST
230	HHS30000.	STUDENT TEACHER FIELD EXPERIENCE FILE	Renewal	EVT+7	DEST
231	HHS40000.	LAKESHORE COMMUNITY DENTAL CLINIC SCHEDULES	Renewal	CR+7	DEST
232	HHS40100.	LAKESHORE COMMUNITY DENTAL CLINIC PATIENT RECORDS	Renewal	EVT+10	DEST
<i>/292.10/124/</i>	<i>STRATEGY</i>				
233	STRA1000.	QUALITY REVIEW PROCESS (QRP) PROGRAM IMPROVEMENT PLANS	New	EVT+6	DEST
234	STRA1010.	NEW PROPGRAM AND CERTIFICATE DEVELOPMENT	New	EVT+3	DEST

Request and Disposition Legend

New: Submission has not been reviewed before
 Amended: Submission has changes from previous version
 Renewal: Submission has no changes from previous version
 Extension: Sunset date extension request

DEST: Destroy or Destroy Confidential
 SHSW: Transfer to Wisconsin Historical Society
 UW-TRANS: Transfer to UW Archives
 TRANS OTHER: Transfer as noted on submission
 PERM: Retain Permanently